

Office of Selectmen

**Post Office Box 139
Moultonborough, N.H. 03254
(603) 476-2347**

STATEMENT OF POLICY

No. 16

BUSINESS CREDIT CARD POLICY

In the interests of the efficient and effective conduct of Town business, the Board of Selectmen will as required approve the issuance of a Business Credit Card to Town employees. The financial institution issuing a credit card at the Board of Selectmen's request will do so in the name of the individual receiving the credit card and the Town of Moultonborough. The use and management of the issued credit card reflect, therefore, both on the individual issued the card and the Town of Moultonborough. For that reason, the Board of Selectmen issue this Policy. Acceptance and adherence to the Policy content are mandatory. Any failure to comply with the requirements of this Policy will result in an employee's forfeiture of the privilege to hold and use a Town of Moultonborough Business Credit Card.

1. Only employees whose job performance dictates the use of a Business Credit Card shall receive one. The Board of Selectmen shall consider each request individually. Issuance of a Business Credit Card requires the recommendation of the department supervisor and approval of the Board of Selectmen.
2. Employees may only use the Business Credit Card provided them for Town of Moultonborough expenses. The Board of Selectmen shall deem any other use as immediate justification to revoke the Business Credit Card issued to an employee.
3. Each employee holding a Business Credit Card must reconcile the credit card statement with receipts and submit the statement with receipts for payment within seven (7) days of receipt of any Business Credit Card statement.
4. The Administrative Assistant will keep a file on each cardholder and reconcile statements upon receipt. The Administrative Assistant shall bring any discrepancy to the immediate attention of the Board of Selectmen.
5. If receipts are missing, cardholders will have one week to respond.
6. Unreconciled charges on the Business Credit Card shall be the responsibility of the employee holding the card. Failure to respond to the satisfaction of the Board of Selectmen may, at the discretion of the Board, be cause for disciplinary action pursuant to the disciplinary policy. If the lack of reconciliation is not the fault of the employee, no disciplinary action shall be taken.

This policy shall be effective immediately upon adoption and shall remain in effect until superseded or replaced.

Date of Adoption:

April 17, 2003

Ernest E. Davis, Jr. Chairman
Karel A. Crawford
Russell C. Wakefield
BOARD OF SELECTMEN

This Policy received review, revision and update on September 21, 2006.

Karel A. Crawford, Chairman
Edward J. Charest
Ernest E. Davis, Jr.
James F. Gray
Joel R. Mudgett
BOARD OF SELECTMEN